

**Morrow County Board of Commissioners Meeting Minutes**  
**January 27, 2021**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Chair Don Russell, Commissioner Jim Doherty, Commissioner Melissa Lindsay, Darrell J. Green, Roberta Lutchter, Justin Nelson

**Present Via Zoom**

Staff: Stephanie Case, Lindsay Grogan, Eric Imes, Christy Kenny, Kate Knop, Tamra Mabbott, Matt Scrivner, Linda Skendzel, Heidi Turrell, Gregg Zody; Non-Staff: Kim Cutsforth, Erika Lasater, Debbie Pedro, Karen Pettigrew, Lori Roach, Jessica Rose, Greg Sweek

**Call to Order, Pledge of Allegiance and Roll Call:** 9:02 a.m.

**City & Citizen Comments:** No comments

**Open Agenda:** Chair Russell said representatives of the Columbia Development Authority (CDA) had concerns about the County's decision on Commissioner representatives to the CDA Board. He scheduled the discussion as the first Business Item.

**Consent Calendar**

Commissioner Lindsay removed the Heritage Trail letter to Business Items.

*Commissioner Doherty moved to approve the following items in the Consent Calendar:*

- 1. Accounts Payable and Payroll Payables*
- 2. List of the recipients of the Tillamook Grant and the Resiliency Grant, including award amounts*

*Commissioner Lindsay seconded. Unanimous approval.*

**Business Items**

Commissioner Representatives to the Columbia Development Authority Board

On January 20<sup>th</sup>, the Board of Commissioners passed a motion to designate Commissioner Doherty as the representative to the CDA Board and Chair Russell as the alternate. This was the reverse from recent years. The CDA representatives expressed concern that this change meant Chair Russell could no longer be chair of the CDA Board, and therefore, unable to sign the CDA transfer documents with the Federal government, ultimately delaying the handover of the Umatilla Army Depot to the five entities (Morrow and Umatilla Counties, the Ports of Morrow and Umatilla, and the Confederated Tribes of the Umatilla Indian Reservation). Commissioner Doherty said there was nothing in CDA bylaws that precluded an alternate from serving as chair, which was also verified by Debbie Pedro, CDA Administrative Assistant. Chair Russell said he had the same thoughts and was satisfied with the proposal.

Letter of Support for Heritage Trail Grant Application

Commissioner Lindsay asked for clarification from Gregg Zody, Community Development Director, as to the vision and goals for the Heritage Trail. Mr. Zody said the intent was to utilize the original 2000 Concept Plan and bring in a consultant to add new input from Irrigon and Boardman citizens and stakeholders, since it was now more than 20 years old. The second component of the grant would be trail clean-up and trail marker replacement, he said.

*Commissioner Lindsay moved to approve the Columbia River Heritage Trail letter of support to the Oregon Department of Transportation (ODOT), 2021 Oregon Community Paths Grant Program, and authorize Chair Russell to sign on behalf of the County. Discussion: Commissioner Doherty asked Mr. Zody and Planning Director Tamra Mabbott to work together on the Oregon Trail portion of the CDA property, and to also contact Gilliam County about its sections of the Oregon Trail that need to be upgraded, similar to the weather-worn signage at Wells Springs. Unanimous approval.*

#### Review Statewide Transportation Improvement Fund (STIF) Discretionary Grants

Katie Imes, Coordinator, The Loop

Ms. Imes said as one of ODOT's requirements, the Board is to review the list of projects recommended by the STIF Advisory Committee and have the opportunity to fund, not fund or change the priority ranking of the projects. After discussion, the Board agreed by consensus to rank the projects in this order:

1. Vehicle Expansion
2. Operating: Port of Morrow-Boardman Circular
3. Operating: Heppner-Boardman Connector
4. Planning: Bus Barn
5. Operating: Arlington-Boardman Connector

#### Second Reading and Adoption: Ordinance No. ORD-2021-1: Article 9 Code Amendments

Stephanie Case, Planner II

Ms. Case provided the second reading: "An Ordinance Amending the Morrow County Zoning Ordinance, Article 9, Administrative Provisions." The effective date of the Ordinance will be May 1, 2021.

#### Order No. OR-2021-3: Adopting a Fee Schedule

*Commissioner Doherty moved to approve the update to the Morrow County Fee Schedule, effective February 1, 2021, and accompanying Order No. OR-2021-3, with the exception of the Airport Fee Schedule which will undergo further review and analysis. Commissioner Lindsay seconded. Unanimous approval.*

#### Columbia River Enterprise Zone (CREZ) III Intergovernmental Agreements

A brief review of the most recent changes to the IGAs took place.

*Commissioner Doherty moved to approve the Intergovernmental Agreement for the Columbia River Enterprise Zone III, Within a City Area of Influence, Including Appointment of the Board of Directors and Duties of the Board. Commissioner Lindsay seconded. Unanimous approval.*

*Commissioner Doherty moved to approve the Intergovernmental Agreement for the Creation and Management of the Columbia River Enterprise Zone III, Including Appointment of the Board of Directors and Duties of the Board. Commissioner Lindsay seconded. Unanimous approval.*

**Break:** 9:58-10:10 a.m.

Defined Contribution Retirement Plan Document Review & Approval (Northwest Retirement Plan Consultants, LLC)

Lindsay Grogan, Human Resources Manager

During the December 2, 2020 BOC discussion of the New Business Agreement with Edward Jones and Company, which encompassed the initial agreement with Northwest Retirement Plan Consultants, staff was directed to resolve several questions from the Board. Ms. Grogan reported back with the answers, including the vesting schedule:

- 0% after one year of service
- 0% after two years of service
- 25% after three years of service
- 50% after four years of service
- 100% after five years of service

Additional discussion.

*Commissioner Lindsay moved to approve the Nonstandardized Governmental Profit Sharing/401(k) Plan Adoption Agreement #001 with Northwest Retirement Plan Consultants, LLC, effective February 1, 2021, with one correction and one clarification:*

- 1. Section 4-1 – Minimum Age & Service Requirements: change from 1,040 hours of service during the first six months to 520 hours of service during the first six months*
- 2. Staff to verify that loans through the Plan can be made for the purchase of a primary residence*

*Commissioner Doherty seconded. Unanimous approval*

Emergency Operations Center Update

Extend COVID Pay B for School Closures and Childcare

Lindsay Grogan, HR

The Family First Coronavirus Response Act expired on December 31, 2020, meaning the County was no longer required to provide COVID Pay A and B. However, the Board already extended Pay B through January 31<sup>st</sup>, and Pay A through February 28<sup>th</sup>. She recommended the Board extend Pay B through February to match Pay A.

*Commissioner Doherty moved to extend providing COVID Pay B through February 28, 2021.*

*Commissioner Lindsay seconded. Unanimous approval.*

Extend COVID Telecommuting Policy

*Commissioner Lindsay moved to extend the Temporary Telecommuting Policy through February 28, 2021. Commissioner Doherty seconded. Unanimous approval.*

EOC Update, continued

- The Wilkinson Arena will be allowed to reopen to the public, according to the new guidelines from the Governor, with no more than six individuals. Reopening is conditioned upon resolution of a separate question involving insurance. County Counsel, Justin Nelson and Administrator, Darrell Green, will work on new signage with Fair Secretary, Ann Jones. If the EOC Team has reservations about this at its meeting on Monday, it will be brought back to the Board for discussion next Wednesday.

- Mr. Green said the Team was hoping the State would be able to provide a two-week “look ahead” on how much vaccine counties might receive, rather than the Friday before the next week.

#### Building Projects Updates

- Mr. Green reported the building permit for the Irrigon building was obtained this week.
- Chair Russell said permanent overflow parking arrangements were made with the City of Irrigon to use spaces at the gazebo area, and with the Irrigon-Boardman Emergency Assistance Center.

#### Dues invoice from the Association of Oregon Counties

*Commissioner Doherty moved to pay the invoice with the exception of the \$180.90 PERS portion, making the total \$12,083.26. Commissioner Lindsay seconded. Discussion: Commissioner Doherty talked about the tangible benefits to Morrow County from AOC membership. He noted Commissioner Lindsay serves as the treasurer for AOC and “follows the dollars to make sure they’re handled correctly.” Commissioner Lindsay agreed with the benefits to the County mentioned by Commissioner Doherty. Unanimous approval.*

#### **Department Reports**

- Road Department Monthly Report provided by Eric Imes, Assistant Road Master
- Local Public Safety Coordinating Council Quarterly Report provided by Jessica Rose, LPSCC Coordinator
- Clerk’s written Quarterly Report submitted by Bobbi Childers
- Human Resources Quarterly Report provided by Ms. Grogan

**Correspondence:** None

#### **Commissioner Reports**

Reports were provided by each Commissioner.

#### **Signing of documents**

**Adjourned:** 12:10 p.m.